



ERIE COUNTY CIVIL SERVICE OPPORTUNITIES OPEN TO THE PUBLIC

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Please refer to our internet address at: www.erie.gov

**A NON-REFUNDABLE \$30.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

See page 3 of this announcement for fee waiver information

NO. 69-021

POLICE OFFICER

SALARIES VARY

RESIDENCE REQUIREMENTS: THERE ARE NO RESIDENCY REQUIREMENTS FOR PARTICIPATION IN THIS EXAMINATION. The eligible list resulting from this examination will be used to fill future vacancies in Erie County Towns and Villages. The maximum duration of the eligible list is three years.

FOR APPOINTMENT AS POLICE OFFICER: In all Erie County Towns and Villages, preference may be given to candidates as provided for in Section 23.4 (a) of the NYS Civil Service Law and Rule VII of the Erie County Rules for the Classified Service. Upon exhaustion of the list of such resident eligibles, certification shall be made from the whole eligible list. Appointees may be required to become legal residents of the municipality wherein they receive appointment in accordance with local law or ordinance.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following requirements: Graduation from high school or possession of a high school equivalency diploma and in addition, EITHER:

- Completion of 60 semester credit hours from a regionally accredited or New York State registered college or university at time of appointment; OR
- Completion of 30 semester credit hours from a regionally accredited or New York State registered college or university and completion of one year of **active duty** military service at time of appointment; OR
- An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Active duty military service **does not** include active duty for training.

ALL APPOINTEES MUST HAVE COMPLETED AT LEAST 30 COLLEGE CREDIT HOURS. Up to one (1) year of active duty military service may be substituted for education on the basis of one (1) month of active duty equals 2.5 college semester credit hours.

**Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application.
All subsequent transcripts must be submitted at time of interview.**

NOTE: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of D or better is required for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

AGE: Candidates must be at least 19 years old on or before November 13, 2010, to be admitted to the test. Eligibility for appointment begins when the candidate reaches age 20. Candidates who reach their 35th birthday before the date of the written examination are not eligible except as follows*: Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement. *Section 58.1(a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination..." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of Erie County's alternate test date policy) are advised to contact Erie County to discuss the request.

NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE

NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.

EXAMINATION DATE

NOVEMBER 13, 2010

**SEE
REVERSE
SIDE**

**APPLICATIONS MUST BE
POSTMARKED BY**

OCTOBER 7, 2010

EDUCATION: Candidates must have a high school diploma or possess a high school equivalency diploma issued by an education department of any State of the United States or hold a comparable diploma issued by any commonwealth, territory, or possession of the United States or by the Canal Zone or hold a report from the United States armed forces certifying successful completion of the tests of general education development, high school level. Applicants who do not possess high school equivalency are eligible to take the examination but will not be eligible for appointment until they obtain an equivalency diploma. For information on how to obtain a New York State Equivalency Diploma, write New York State Education Department, Albany, New York 12224.

PHYSICAL AND MEDICAL: Candidates must have visual acuity of no worse than 20/100 in each eye uncorrected and must otherwise satisfy the medical and physical fitness standards prescribed by the NYS Municipal Police Training Council. These physical and medical requirements are posted in the Erie County Personnel Department, 95 Franklin Street, Buffalo, New York, Room 604. Note that an assessment of an individual's physical agility will be made. Candidates should also be aware that an offer of employment as a police officer is contingent upon passing an appropriate medical examination. The **agility test** consists of bent-leg sit-ups, push-ups, and a 1.5 mile run and measures muscular endurance, muscular endurance of the upper body and cardiovascular activity. The Municipal Police Training Council adopted the physical fitness screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute. Candidates who pass the written test will receive more detailed information. In addition, the standards are available for review at the Erie County Department of Personnel. Agility testing will be performed before candidates are certified to appointing authorities and is expected to begin in late spring of 2011. Both the medical exam and agility test are given on a pass/fail basis. Re-tests will be permitted only in accordance with the guidelines prescribed by the Commissioner of Personnel.

DRIVER'S LICENSE: To be eligible for appointment candidates must possess a valid New York State Driver's License.

CITIZENSHIP: United States Citizenship is required at time of appointment.

CONVICTION OF A FELONY WILL BAR AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR PARTICIPATION IN EXAMINATION AND APPOINTMENT.

DUTIES: A *Police Officer* is responsible for the enforcement of laws, ordinances and the protection of lives and property in an assigned area during a specified period; does related work as required.

SUBJECT OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **APPLYING WRITTEN INFORMATION (RULES, REGULATIONS, POLICIES, PROCEDURES, DIRECTIVES, ETC.) IN POLICE SITUATIONS** - These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.
2. **MEMORY FOR FACTS AND INFORMATION** - These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.
3. **READING, UNDERSTANDING AND INTERPRETING WRITTEN INFORMATION** - These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.
4. **PREPARING WRITTEN MATERIAL IN A POLICE SETTING** - These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

CANDIDATES WHO PASS THE WRITTEN TEST WILL BE REQUIRED TO PASS A QUALIFYING MEDICAL AND PHYSICAL AGILITY TEST. FAILURE ON EITHER QUALIFYING TEST WILL BAR CANDIDATES FROM APPOINTMENT.

A Guide to the Written Test for the Entry-Level Police Officer Series (Including Deputy Sheriff) is available in the Civil Service Office or at the New York State Department of Civil Service web site: <http://www.cs.state.ny.us/testing/localtestguides.cfm>. If you do not have access to the World Wide Web, you may obtain a copy by sending a stamped, self-addressed envelope (size required to accommodate the guide – manila 10" x 13") to the Erie County Personnel Dept., 95 Franklin Street, Buffalo, New York 14202 or by picking one up in person at Room 604.

NOTICE TO CANDIDATES: Use of calculators is **prohibited** for this examination. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. (See application for more information.)

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)

INFORMATION FOR CANDIDATES

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin St., Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

Mail your application form when completed to the Erie County Department of Personnel, 95 Franklin St., Buffalo, NY 14202.

Candidates who submit incomplete applications and documentation may be disqualified. The Erie County Department of Personnel reserves the right to reject for lateness or to accept applications filed after the advertised filing period.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling 1-877-NYS-JOBS (1-877-697-5627) no later than two weeks before the test date.

If you have applied for other local government exams, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the location at which you wish to take your exam(s). For this exam call (716)858-7509 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

RATINGS REQUIRED: Tests are rated on a scale of 100 with a passing mark at 70. Unless the announcement states otherwise, you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to verify information contained on the application.

Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full-time experience requirements.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

In accordance with State Law, Governor's Executive Order 6, and Section 504 of the Federal Rehabilitation Act of 1973, as amended the County of Erie does not discriminate against handicapped persons in access to employment, during employment, or in any of its programs and activities.

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Applicants may be required to pay a fee for the investigation.

NOTE: Fingerprints are sometimes required at the time of appointment. When they are required, the fee involved must be paid by the appointee.

****IMPORTANT APPLICATION FEE – READ CAREFULLY****

A \$30.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency.

All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification: form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available at the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY (Room 604) or can be downloaded from the County's website at www.erie.gov. Click on "County Departments and Agencies", then "Erie County Civil Service".

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.